MD AOC Project

Introduction to PeopleSoft

PeopleSoft Vendor Management

MARYLAND JUDICIARY

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Agenda

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- Introduction
- Session Objectives
- PeopleSoft Overview
- Key Features
- Business Processes
- A Look at PeopleSoft 9.1
- Next Steps
- Questions

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Session Objectives

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Introduce you to PeopleSoft 9.1

✓Review Key Vendor Management Features within the Accounts Payable and Purchasing modules

✓Review Procure to Pay Process Flows

✓Look at the PeopleSoft 9.1 Application

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Introduction

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A little bit about me… *Tara A. Dean, APM*

Sr. Procure-to-Pay ERP Consultant and
Former Director, Administrative & Financial Services -
U.S. House of Representatives.

A 19-year Accounting Operations veteran, working across several industries for Fortune 500 companies and Public sector organizations overseeing their A/P, Procurement, Contracts, A/R, Billing, Collections, Travel and P-Card management business units.

I most recently served as Director to the House's Congressional Budget Management, Accounts Payable, and Expense Management operations. In 2010, we processed over 1.2 million invoices with 57 FTE's with a .05% error rate, within a 1.57 day cycle time, and reduced cost from $27 to $2 per item.

Career Hobby - create successful and award winning operations!

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PeopleSoft Overview

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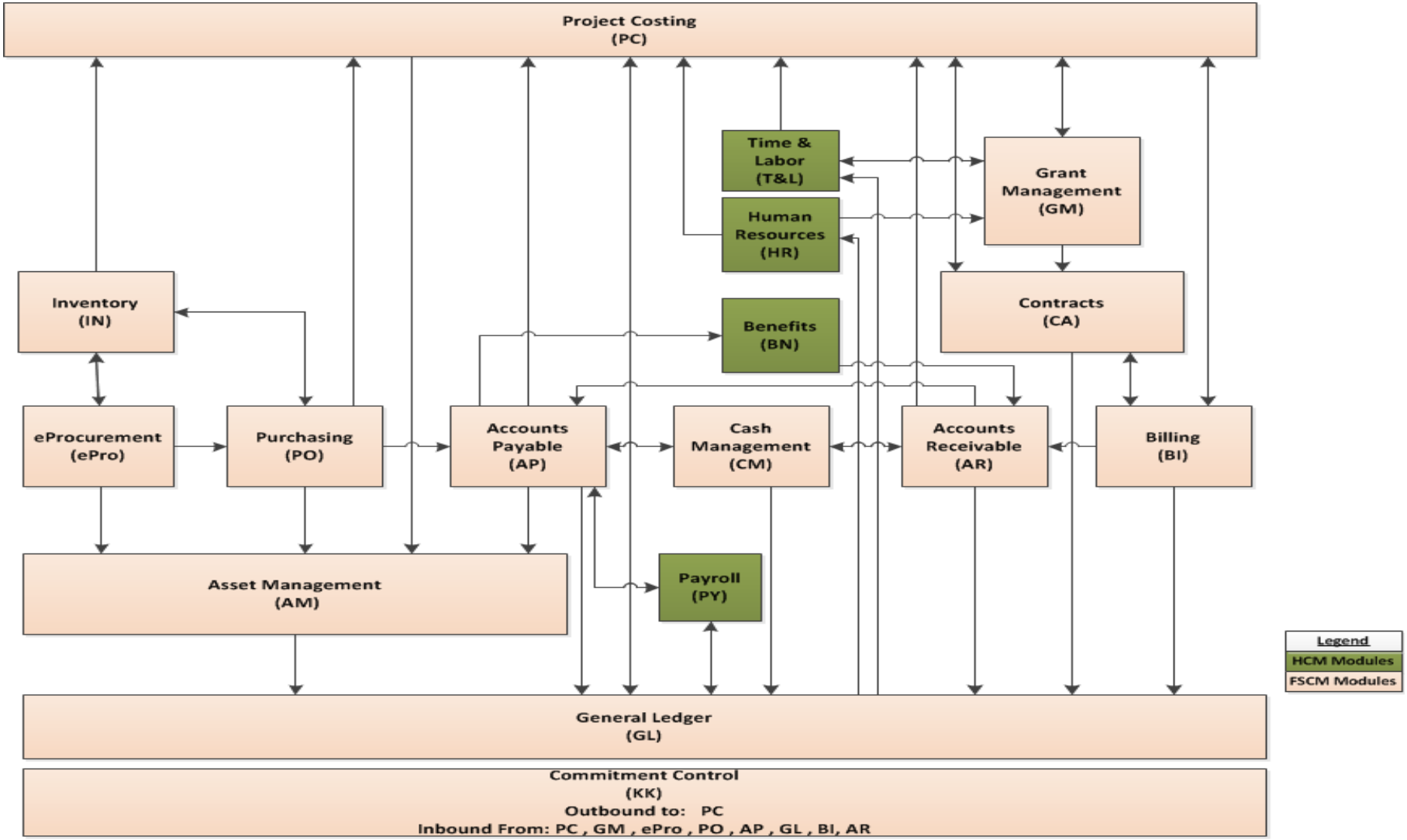

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PeopleSoft Overview (continued)

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Record to Report (RTR)

General Ledger (GL)
- Subsystem Journals
- Monetary Journals

Commitment Control (KK)
- Pre-Encumbrance (Commitments)
- Encumbrance (Obligations)
- Expenses
- Recognized Revenue
- Budgetary Journals

Procure to Pay (PTP)

eProcurement (ePro)
- Self Service Requisitions
- Self Service Receipts

Purchasing (PO)
- Requisitions
- Purchase Orders
- Receipts
- Items
- Change Orders
- PCards

Accounts Payable (AP)
- Vendors
- Vouchers/Invoices
- Payments

Supply Chain Management (SCM)

Inventory (IN)
- Putaway
- Order Fulfillment
- Inventory Counts

Asset Lifecycle Management (ALM)

Asset Management (AM)
- Assets
- Depreciation
- Retirement

Order to Cash (OTC)

Billing (BI)
- Billing Data
- Invoicing

Accounts Receivable (AR)
- Customers
- Receivables
- Collections
- Payments
- Aging

Cash Management (CM)
- Banking Relationships
- Treasury Accounting
- Reconciliation

Enterprise Service Automation (ESA)

Grants Management (GM)
- Pre-Award (Proposal, Proposal Project, Budget Activity)
- Post-Award (Contract/Award, Project/Grant Activity)

Contracts (CA)
- Contracts
- Billing Plans
- Prepaids/Advances
- Revenue Plans

Project Costing (PC)
- Projects
- Assets

Human Capital Management (HCM)

Time and Labor (T&L)
- Time Entered
- Costs
- Team Members
- Status of Grants

Payroll (PY)
- Garnishment Invoices
- Tax Invoices
- Vendors

Human Resources (HR)
- Personal Information

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Accounts Payable Overview

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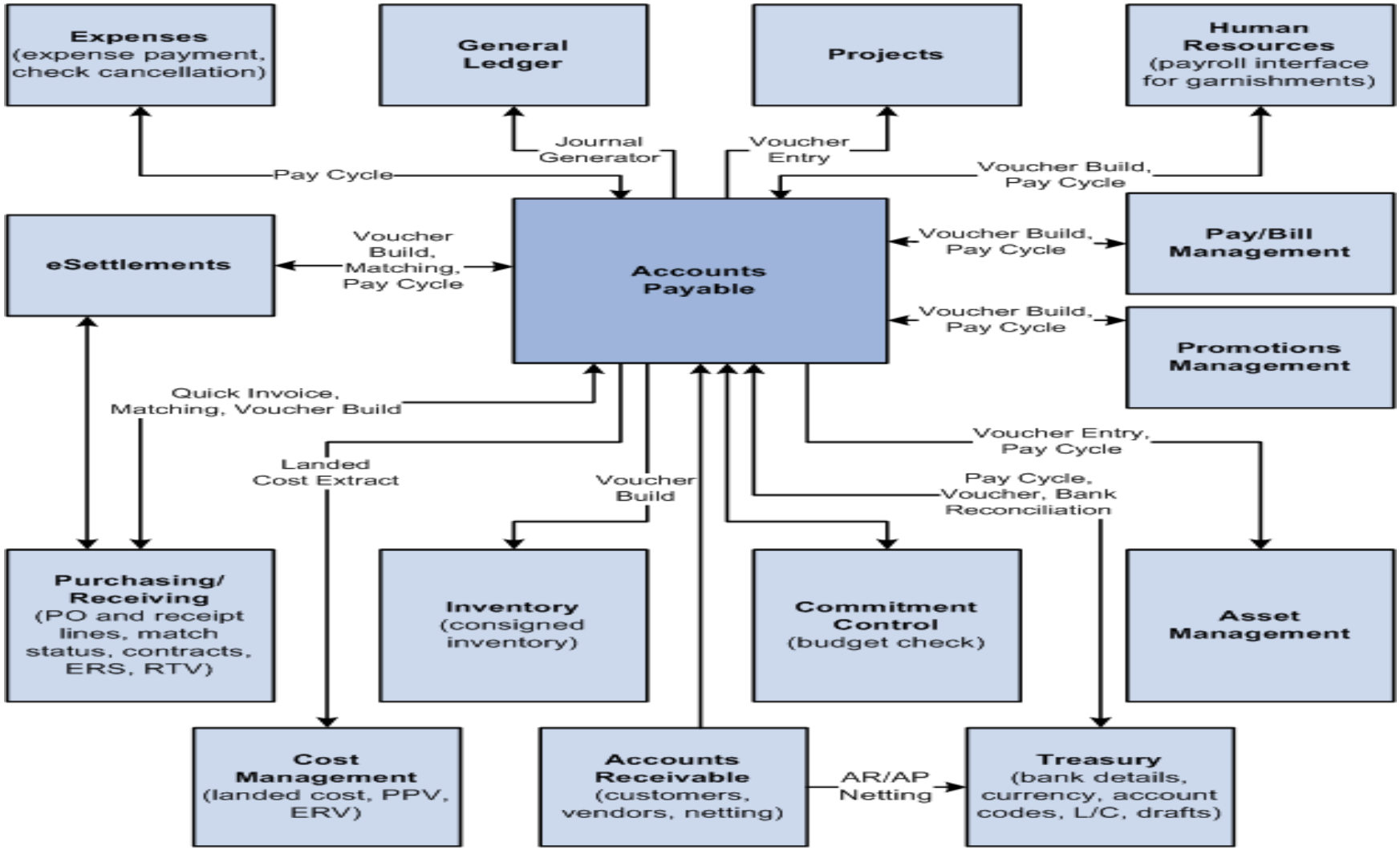

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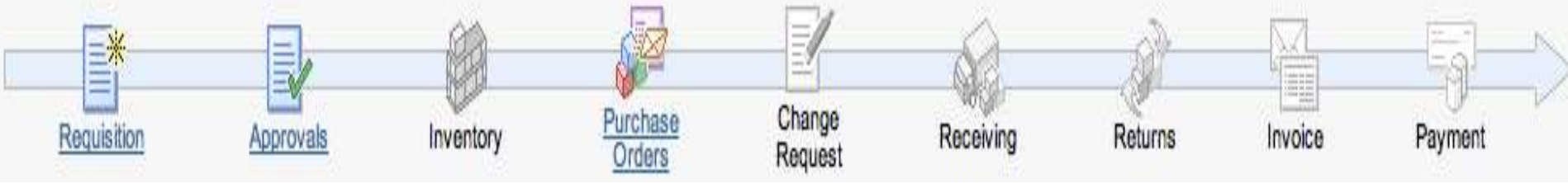

What is Procure to Pay?

- Transactional relationship cycle between Procurement and Payables.
- Provide control and visibility over the entire life-cycle of a transaction from the way an item is ordered to the way that the final invoice is processed – providing full insight into cash-flow and financial commitments.

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How does PeopleSoft improve your vendor process?

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Key Features

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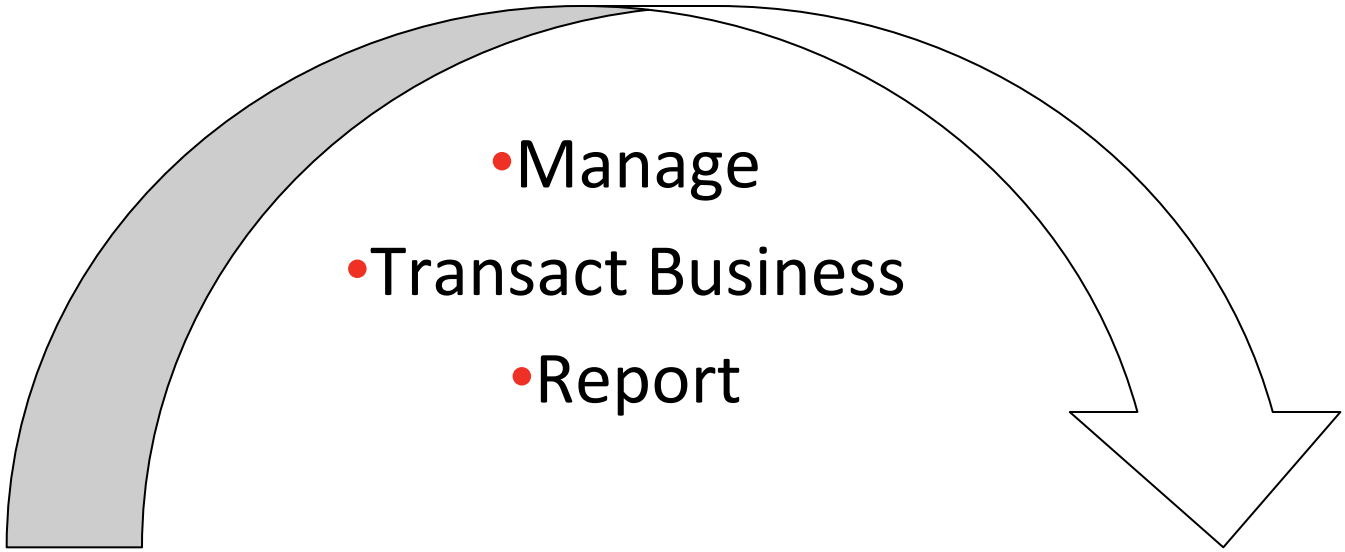
Extensive Control of Vendor Information

PeopleSoft manages vendor information, so you will have the answers that you and your vendors need.
By providing capabilities to dynamically …



Accounts Payable Module **Purchasing Module**

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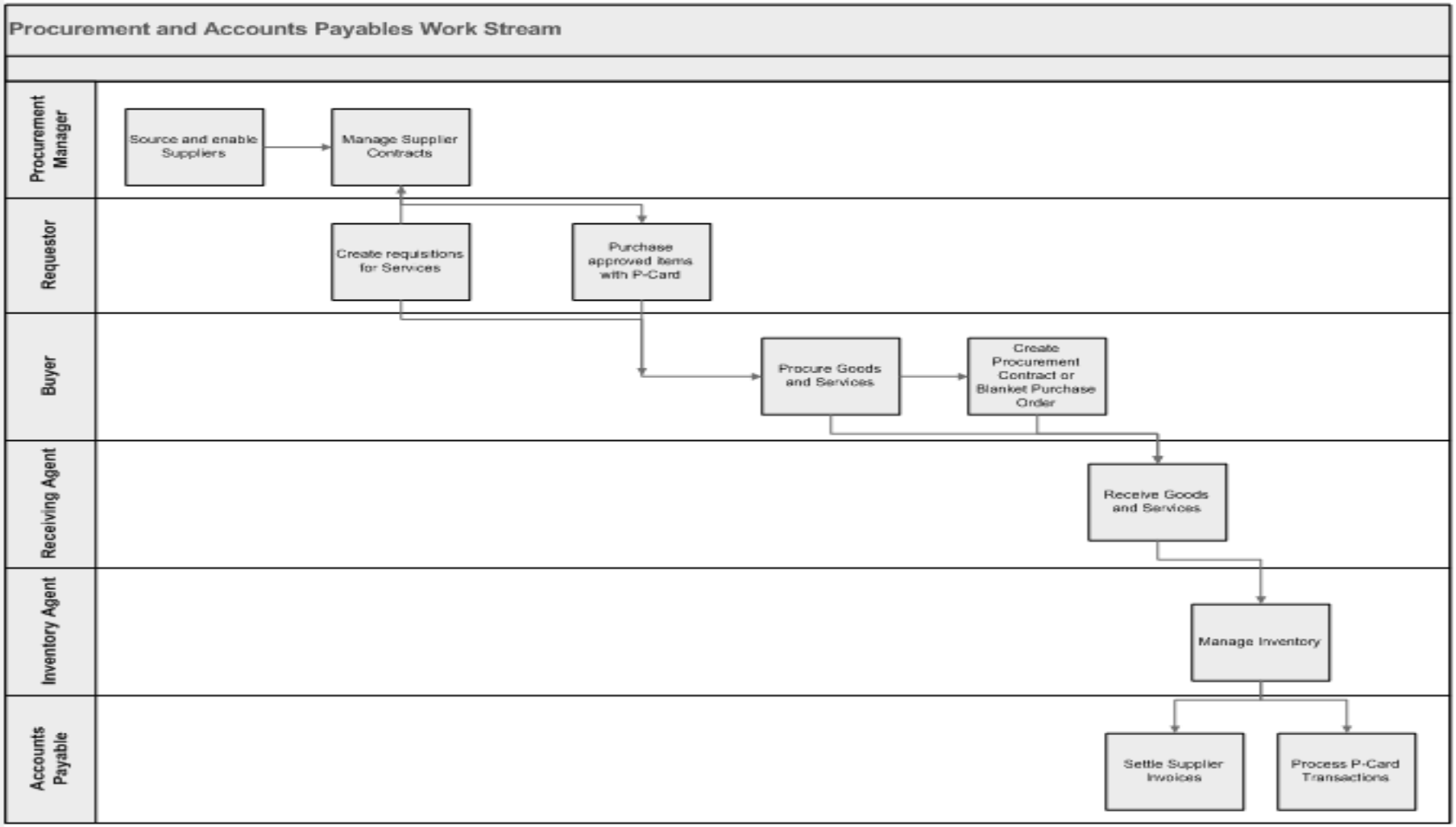
Key Features



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How does PeopleSoft enable you to effectively manage your vendors?

- Maintain good vendor relations and control over your cash flow with visibility into vendor activity.
- Track vendors easily with streamlined, collapsible pages.
- Create true one-time payments to a vendor (for example, refunds) without cluttering your vendor table.

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Key Features

- Check for duplicate vendors automatically at the time of entry or with advanced search capabilities to identify similar fields (such as Tax ID or bank account number).
- Maintain multiple vendor locations, each with their own set of processing options.
- Maintain withholding vendors and create withholding reports.
- Collect and analyze vendor statistics.

Key Features

- Identify VAT (value added tax) and GST (goods and services tax)-applicable vendors to help manage your transaction tax reporting requirements.
- Review vendor status and audit trail information, for example, when it was last modified.
- Send via email a remittance advice to the suppliers, streamlining the reconciliation process and reducing its cost through automation.

Key Features

- Track changes made to the Vendor Short Name, Vendor Name, the time and date the changes were made and the individual who made the changes to the Vendor record through Vendor history. Record future date and name changes of the vendor, reducing the intensive work required to create suppliers, recording the vendor history, and reducing erroneous payments.
- Vendor Data sharing with Human Resources (HCM) to efficiently process Employee Benefit Provider payments.

Key Features

- Sharing of vendor information across business organizations.
- Segregation of vendor entry and approval processes to support Governance, Risk, and Compliance controls.
- Tracking and monitoring of vendor performance.
- Ability to identify vendor demographics via user-defined vendor classification codes.
- Management of complex vendors with multiple locations to support unique location characteristics, such as payment terms and matching rules.

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How do these key features improve your business?

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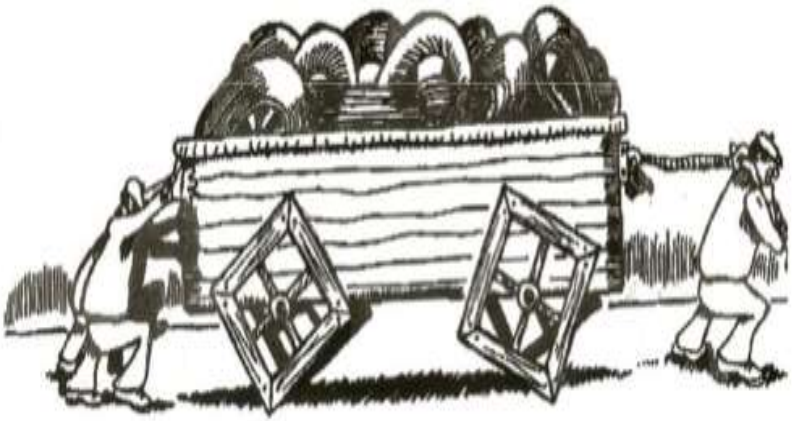
Key Features – continued



Key Features – continued

Big Wins for your organization…

- Optimizes the relationship with your vendors.
- Improve control and accuracy within the buying process.
  - Easier to detect and prevent fraud with erroneous vendors.
  - Easier to query your vendor data.
  - Fewer updates and vendor maintenance.
- Quick, easy, and accurate 1099 Year-End reporting and management.

A Look at the Application

A Look at the Application continued

A Look at the Application continued

A Look at the Application continued

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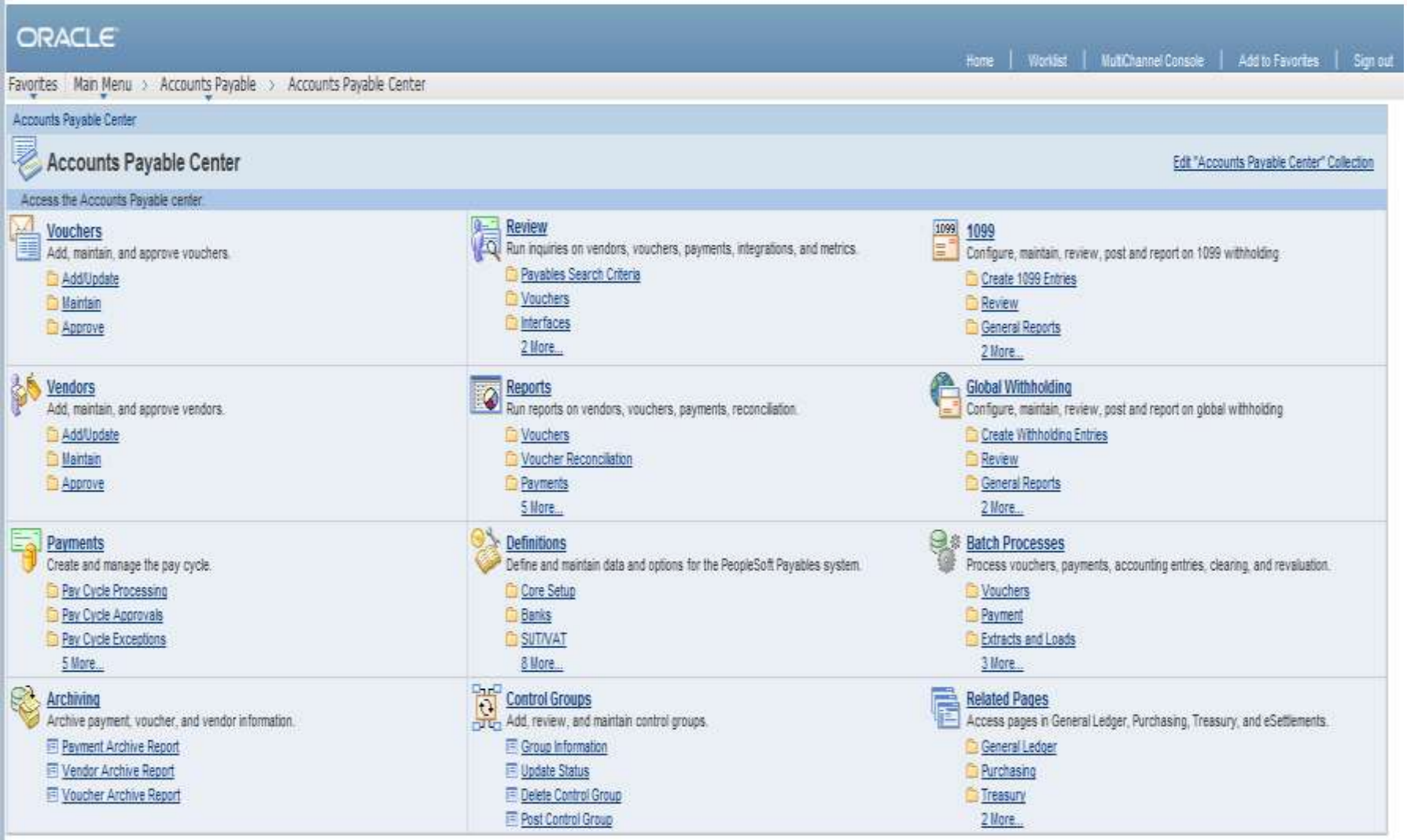

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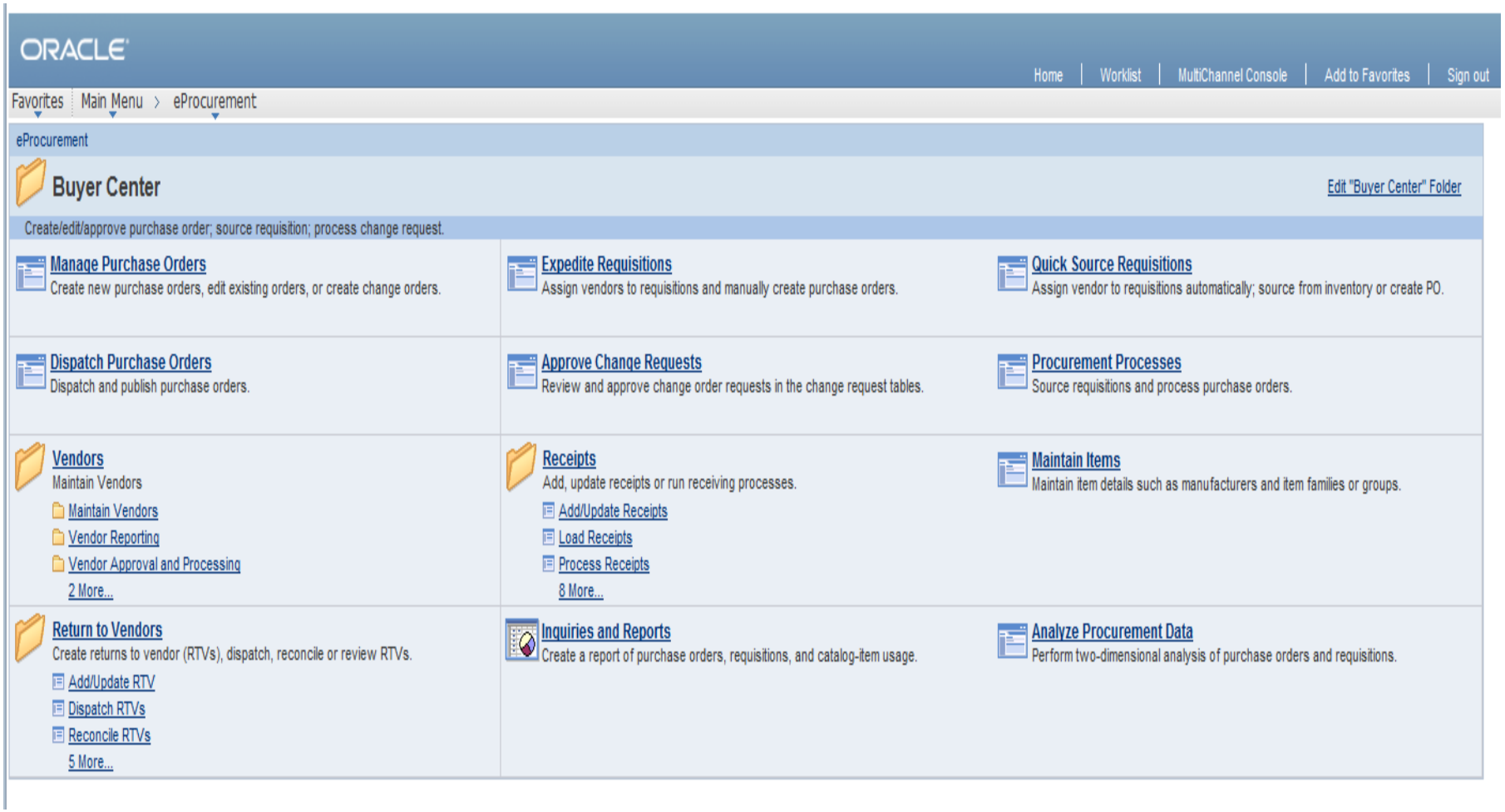
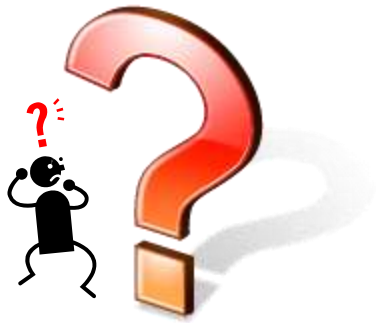
A Look at the Application continued



Questions